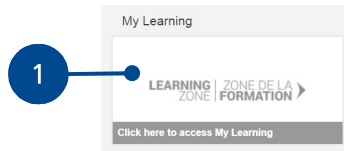# How to add to learning history – multiple employees
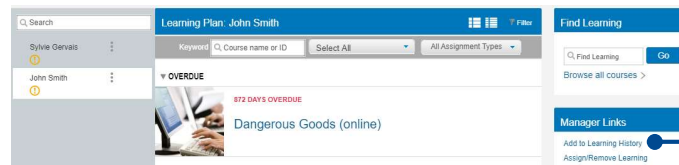
Click on **My Learning**

1

2

Click on **My Team**

3

select **Add to Learning History**

Click on Item based event icon

4

Click the Green plus sign icon (⊕ **Item**) to add a course
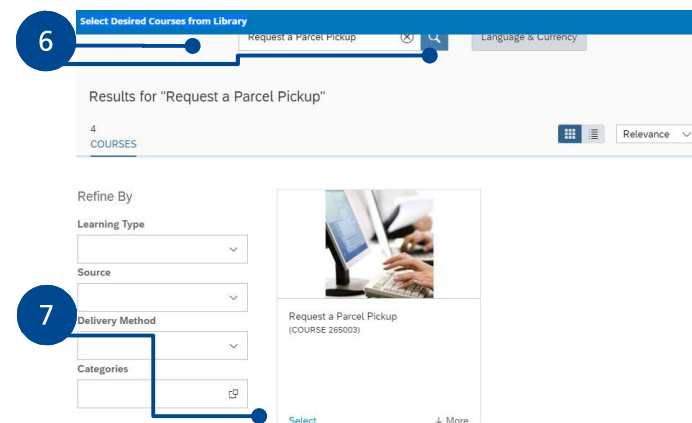
5

Enter the course name in question (using Request a Parcel Pick up, as an example) into the text box to search for the course and click on **Search**

6

To select a course, move your mouse over the course description area and click **Select**

7

How to add to learning history– multiple employees

Click the Green plus sign icon (➕) to add employees

8

Select the employee(s) that received the talk track / training by checking the box (☑) next to the name(s)

9

Tip: for long lists you can start typing the name to narrow down the results

10 Click on **Add**

! Tip: you can further refine your list by filtering on the team leader/manager name or Org

Select **CRSE_C (Complete) – For Credit** as the Completion Status from the drop down menu

11

! Tip: Clicking on **Assign Defaults** and the selecting "**Complete**" will mark all employees listed as completed

12 Click on **Continue**

Confirm details and then click on **Add to Learning History**

13